

## FY23 Uses of Funds Guidance

### State Career and Technical Education Funds

The following guidance has been established by the Office of Career Readiness, Adult Learning, and Education Options (CRALEO) for allowable uses of funds for **State** CTE funds. The guidance in this document supports state regulations tied to the funding source. The Nevada Department of Education has the ultimate authority for expenditures.

#### State Grants Include:

- State Allocation Grant
- State Competitive Grant

#### State funds may be used to support career and technical education courses and programs that:

- (1) serve students in middle school through grade 12; and/or
- (2) meet secondary education programs that follow NAC 389 regulations related to Career and Technical Education and that are state-approved programs contained in the most recent edition of the Nevada CTE Course Catalog for secondary education programs; and/or
- (3) complete programs of study or provide a timeline for offering complete programs of study.

#### Administration

There are no indirect costs allowed with state funds.

Administrative costs are limited to: (1) no more than 5% of grant funds and (2) administrative functions.

Administrative functions include but are not limited to: (1) grant writing, (2) budgeting, (3) ongoing fiscal management, (4) monitoring responsibilities (subrecipient compliance related), and (5) fiscal and accountability reporting.

#### Assessments

Costs for state-approved end-of-program assessment retakes to measure technical skill attainment and mastery of employability skills are allowable expenses with state funds for students who otherwise qualify for the CTE Certificate of Skill Attainment (i.e., students who have met all other requirements for the certificate).

#### Capital Improvements

Some retrofitting or facility modifications may be allowed to install equipment or meet safety requirements, particularly for program expansion and new program development. **Please contact CRALEO prior to grant submission for pre-approval.** Provide written justification before the preapproval conversation.

#### Career and Technical Student Organizations (CTSO)

Nevada has six state sponsored, federally approved career and technical student organizations (CTSOs) that are national or international organizations and are considered integral to the CTE curriculum. Use of state funds is allowable for these six approved CTOS. The six (6) state sponsored CTOS are: (1) DECA; (2) FBLA; (3) FCCLA; (4) FFA; (5) HOSA; and (6) SkillsUSA.

State funds may be used for:

- Students' travel costs and registration\* fees for CTOS activities such as district, regional, state, or national leadership conferences/conventions and competitions.

- Advisor travel costs and registration fees.
- Curriculum materials that directly enhance students' employability and/or technical skills. Curricula packages and materials that include national CTSO memberships, which cannot be purchased separately, are permissible for all six (6) state sponsored CTSOs.
- Official CTSO jackets, blazers, and required competition uniforms are an allowable use of funds and may remain the property of the school based on guidelines provided by State public health officials.
- **State Competitive Grant** funds may be used for start-up chapters only. A start-up chapter is defined as a CTSO that is completely new to the school. An additional section added to an existing CTSO at the same high school does not qualify as a start-up chapter.

*\*Costs for social activities, souvenir t-shirts, spirit items, and similar promotional items are not allowable expenses with grant funds.*

## Clothing

Occupational and safety clothing that is specific to a program of study and is required to meet standards, such as welding coveralls, chef's coats, uniforms, etc., are an allowable use of funds and may remain the property of the school based on guidelines provided by State public health officials.

## Curricula and Instructional Materials

Curricula and instructional materials that develop, improve, and/or expand the program of study are allowed. This includes textbooks and curricula (online or other).

Instructional materials and supplemental materials are being defined for the purposes of the CTE grant applications as:

- Instructional materials: **Drives** instruction for program of study
- Supplemental materials: Any medium or material used to **reinforce** or **support** instruction for program of study

Curricula and instructional materials must meet the requirements of NAC 389.

NAC 389 can be found at: <https://www.leg.state.nv.us/nac/NAC-389.html>

The approved [Instructional Materials List](#) can be found at:

[https://doe.nv.gov/Standards\\_Instructional\\_Support/Instructional\\_Materials/](https://doe.nv.gov/Standards_Instructional_Support/Instructional_Materials/)

## Distance Education Courses

Distance education courses are an allowable use of funds if the course and the vendor are listed as an approved course on the statewide CTE list. Information for [NDE Distance Education](#) can be found at:

[https://doe.nv.gov/Distance\\_Education/Home/](https://doe.nv.gov/Distance_Education/Home/)

## Food

Food for meetings is not an allowable use of funds.

Food for instructional use to meet state standards is an allowable use of funds. Please see the section on Supplies and Equipment for details.

## Industry Recognized Credentials (Nevada)

Nevada industry-recognized credentials are an allowable expense pursuant to NAC 389. Nevada Eligible Industry Credentialing List can be found at:

<https://gov.nv.gov/uploadedFiles/govnv.gov/Content/OWINN/NV-Eligible-Credentials-List.pdf>

Certifications needed to meet program standards are an allowable use of funds.

## Marketing Materials

Marketing materials such as brochures, posters, electronic media, etc., for CTE program of study promotion are an allowable use of funds. Other promotional items such as souvenirs, coffee mugs, pen sets, clothing items, etc., need to be preapproved before being added to a grant application. **Please contact CRALEO prior to grant submission for pre-approval.** Provide written justification before the preapproval conversation.

## Membership Dues

Individual affiliation dues for educational personnel are allowable when professional development is a membership benefit.

## Personnel

Personnel expenses are allowed under the following circumstances:

- Teachers assigned to new programs for a limited time period not to exceed three (3) years.
- Funding for teacher salaries (Full-Time Equivalents and prep buyouts) must meet licensure requirements according to NRS 391.125; established by the Commission on Professional Standards in Education. Grant funding requested for teacher salaries for teachers who are not properly licensed will not be reimbursed. Evidence of proper licensure will be required to be submitted with the grant application.  
NRS 391.125 can be found at: <https://www.leg.state.nv.us/nrs/nrs-391.html>
- Extra duty pay is allowable for the following activities: \*
  - Curriculum development and program planning
  - Expansion of course offerings, such as those involving prep buyouts
  - Special projects to serve CTE students that extend beyond the normal contract hours

*\*Extra duty pay cannot be provided when college credit, state in-service credit, or other professional development credits are provided. Funding is not available for compensation for personal time.*

## Supplies and Equipment

Supply and equipment purchases which support instruction to meet the educational objectives of state standards are allowable. Only equipment that meets state standards/student learning objectives and is necessary and reasonable for the program will be considered for funding. The size and scope of the program will be taken into consideration. Top of the line equipment that is outside standards/learning objectives will not be considered for funding. Refer to program of study Equipment Lists. Equipment lists can be found with other program of study documents on the NDE website at <http://www.doe.nv.gov/CTE/>

Consumable supplies for instruction such as paper, welding rods, food, construction materials, and printer ink, etc., are an allowable use of funds. Purchases cannot violate the non-supplant grant requirement.

For the State Competitive grant, consumable supplies are an allowable use of funds for the first year of a new program.

The purchase of livestock is not an allowable use of funds.

## Travel

State funds may be used for travel according to the following parameters:

- Teacher and district staff professional development.
  - Teacher travel expenses to a non-CTSO competition-based event is an allowable use of funds if attendance at the event supports professional development objectives.
- Field trips related to course objectives which may include industry tours and visits to postsecondary institutions.

- Student travel to non-CTSO competition-based events is not an allowable use of funds.
- Meets criteria of subrecipient's written travel policy.
- State and local per diem rules, whichever are more restrictive, are to be followed.
- Grant funds cannot be used for travel outside of the United States.

### **Work-based Learning**

State funds may be used to support work-based learning activities as defined in NAC 389.825; e.g., extra duty-pay for school site coordination or district coordination, travel for those coordinators, costs for industry tours, student bus passes to get to an internship or CTE Work Experience site.

NAC 389.825 can be found at: <https://www.leg.state.nv.us/nac/NAC-389.html>